

***Out of City Business License Packet:
The business is conducted within the City of Des Moines but a business facility is not located within the City. This category includes all contractors working within City limits.***

We wish to take this opportunity to welcome you and your business to the community.

Des Moines Municipal Code 5.04.020 requires all persons wishing to conduct any business within the City of Des Moines to first secure a City of Des Moines business license. This includes businesses whose principal place of business is outside of the City of Des Moines. (Examples, but not limited to: Contractors applying for building, electrical and plumbing permits, etc.) Enclosed are the following forms to assist you in this matter:

- Helpful hints for completing your Business License Packet.
- Business License Application form for businesses located outside the City limits of Des Moines. Please complete and return with the application fee, payable to the City of Des Moines.

City of Des Moines
21630 11th Avenue South
Des Moines, WA, 98198

Business license fees run from January 1st through December 31st and must be renewed on or before the Fifteenth day of February. If we may be of any assistance or you have any questions please call 206-878-4595. Once again, welcome to the community.

Helpful Hints for Completing Your City of Des Moines Business License Application Packet

- > UBI numbers are issued by the Department of Revenue, 20819 72nd Ave. S, Suite 680, Kent, WA 98023. General information telephone number is 1-800-647-7706.
- > If your business involves the storage, serving, or handling of foodstuffs, contact the Seattle-King County Department of Public Health at 206-296-4708. Their office is located at 1404 Central Avenue South, Suite 101, Kent, WA. You must provide us with a copy of your food establishment permit prior to your license being issued.
- > Remember, an incomplete application may delay the processing of your license. Be sure to review your application prior to submittal.
- > City of Des Moines business licenses are **not** transferable and are issued for a specific business. If your business changes locations or comes under new ownership, a new business license application must be submitted.
- > Business licenses expire December 31st of the year issued. Failure to renew your license by February 15th of the following year results in a **100%** late penalty. We will send a renewal notice to your mailing address by December 15th. If you have not received it by January 1st, please contact the City Clerk's office to confirm your mailing address.
- > The City's tax number for State of Washington Department of Revenue Form Rev. 40-2406Q, Box 45, Location Code is #1709.
- > **B & O TAX:** For businesses with gross receipts greater than \$50,000, the tax rate is equal to two-tenths of one percent (.2%) of their gross receipts. Businesses with gross receipts equal to or less than \$50,000 per year are not required to pay the tax, although it is still necessary for the business to file a return.

***If you have any questions or require more information, please contact City Service Center at
206-878-4595, Monday through Friday, 8:00 a.m. to 4:30 p.m.***

City of Des Moines

Business License Application

21630 11th Ave S, St. A

Des Moines, WA 98198

206 870 6580 fax 206 870 6540

businesslicense@desmoineswa.gov



BUSINESS NAME DBA

MAILING ADDRESS
 City State Zip Code

PHYSICAL ADDRESS
 City State Zip Code

Business Phone Fax

UBI # State License #

Email Address No. of Employees: Full-time Part-time

Business Type: (check one) Corporation LLC Partnership Sole Proprietorship Non-Profit

License Type: (check one)
 Commercial located in the City of Des Moines - \$100.00* Adult Family Home - \$75.00*
 Commercial not located in the City of Des Moines - \$100.00* Family Daycare - \$75.00*
 Multi-unit Residential Rental - \$200.00* Single Residential Rental - \$75.00*
 Home Occupation - \$75.00*

Total cost*

ESTIMATED GROSS ANNUAL BUSINESS INCOME: (check one)
 \$0-\$12,000 \$12,001-\$28,000 \$28,001-\$60,000 \$60,000-\$100,000 \$100,001 and above

Check if the business includes: Retail sales? Wholesale sales?

STATE SPECIFIC NATURE OF BUSINESS:

******* PLEASE LIST ALL OWNERS, PARTNERS, OR OFFICERS ON THE NEXT PAGE *******

EMERGENCY CONTACT AFTER BUSINESS HOURS:

Name(s) Phone Number

PROPERTY OWNERS:

Name(s) Phone Number

Check if you have an alarm Alarm Co. Name Phone #

Alarms are required to be registered with the Des Moines Police Department (DMMC 9.10.030)

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Applicants Signature _____ Title _____ Date _____

OWNERS, PARTNERS, OR OFFICERS

Business License Application #

Name(s)

Home Address

City State Zip

Phone

Name(s)

Home Address

City State Zip

Phone

Name(s)

Home Address

City State Zip

Phone

Name(s)

Home Address

City State Zip

Phone

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